AGENCY USE INFORMATION

Part I of the SF-86 and the EPSQ/Agency Use Form solicits information to direct the administration of the investigation request. Enter "Agency Use Information" as follows:

A – Type of Investigation

A Type of Investigation	B Extra Coverage	C Sensitivity Level		D Access	E Nature of Action Code	F Date of Action	Month Day Year

Enter "30C" for SSBI (for critical sensitive positions, Top Secret security clearance, SCI access determinations) (**Standard Service**).

Enter "19F" for PPR (when reinvestigating personnel in critical sensitive positions, Top Secret security clearance and SCI access – only when **no** adverse or unfavorable information appears on the SF-86) (**Standard Service**).

Enter "18F" for SSBI-PR (when reinvestigating all personnel in critical sensitive positions, Top Secret security clearance and SCI access – when adverse or unfavorable information appears on the SF-86) (**Standard Service**).

Enter "08B" for NACLC and Secret-PR (for reinvestigation of all personnel for continued access to Secret and Confidential security clearance, and for initial Secret Confidential security clearance for military members) (**Standard Service**).

Enter "09B" for ANACI (for civilians assigned to non-critical sensitive positions and for initial Secret and Confidential security clearance determinations for civilian personnel) (**Standard Service**).

OPM will only process requests using the service codes listed above. The DoN has not authorized funding to conduct "Expedited" or "Priority" service investigations. All investigations will be requested using "Standard" service investigation codes. If mission critical requirement exists for other than standard service contact CNO (N09N2) at DSN 288-8858.

B – Extra Coverage

A Type of Investigation	B Extra Coverage	C Sensitivity Level		D Access	E Nature of Action Code	F Date of Action	Month Day Year

Normally this block is left blank.

Enter "3" for advanced NAC notice (to support interim Top Secret clearance determinations and special program requirements).

Enter "7" when attaching information (such as information on citizenship or developed issues).

Enter "I" to schedule INS check for spouse (required when spouse is not a U.S. citizen).

Enter "L" if the command is unable to verify birth locally (this will cause OPM to include a Bureau of Vital Statistics (BVS) check as part of the investigative coverage).

Enter "R" for all reinvestigations (required for SSBI-PR requests and NACLC reinvestigations).

Leave blank if none of the above apply.

C – Sensitivity Level

A Type of Investigation		**B** Extra Coverage	**C** Sensitivity Level	**D** Access	**E** Nature of Action Code	**F** Date of Action	Month Day Year

Enter "2"
- for Noncritical-Sensitive positions.
- for AIS II positions.
- for military NACLC accessions.
- for all positions requiring Secret and Confidential security clearance.

Enter "3"
- for Critical-Sensitive positions.
- for AIS I positions.
- for all duties requiring an SSBI (including specified accession).
- for all positions requiring Top Secret security clearance (excluding SCI access).

Enter "4"
- for Special-Sensitive positions (DCID 6/4 positions).

D - Access

A Type of Investigation		**B** Extra Coverage	**C** Sensitivity Level		**D** Access	**E** Nature of Action Code	**F** Date of Action	Month Day Year

Enter "0" for Non Required at this time.

Enter "1" for Confidential.

Enter "2" for Secret.

Enter "3" for Top Secret.

Enter "4" for SCI (DCID 6/4)

E – Nature of Action Code

A Type of Investigation		B Extra Coverage	C Sensitivity Level		D Access		E Nature of Action Code	F Date of Action	Month Day Year

For civilian employees, enter the 3-digit code used on the SF-52 representing the "Nature of Action" taken for the position requiring the investigation (if no SF-52, leave blank).

For contractor or industry employees, enter "CON".

For military personnel, enter "MIL".

F – Date of Action

A Type of Investigation		B Extra Coverage	C Sensitivity Level		D Access		E Nature of Action Code	F Date of Action	Month Day Year

Normally this block is left blank.

Enter "MM/DD/YY" of effective date of **SF-52 action.**

Otherwise, leave blank.

G – Geographical Location

G Geographical Location		H Position Code		I Position Title

Leave blank.

H – Position Code

G Geographical Location		**H** Position Code		**I** Position Title

Normally this block is left blank.

Enter "A" for congressional staff.

Enter "B" for investigator.

Enter "C" for astronaut.

Enter "D" for White House positions.

Enter "F" for SES/15 (or equivalent).

Enter "J" for PRP.

Leave blank if none of the above apply.

I – Position Title

G Geographical Location		**H** Position Code		**I** Position Title

For civilian employees, enter title of the position for which the investigation is being requested.

For military members, enter Rank and Rating or MOS.

For contractor or industry personnel, enter the position title and contract number or CAGE code.

J – SON

J SON	**K** Location of Official Personnel Folder	None	Other Address	Zip Code
		NPRC		
		At SON		

Enter your command's 4-digit Submitting Office Number (SON) assigned by OPM.

Most commands already have a SON. If you do not know your command's SON, check with your personnel office. If your command does not have a SON, you must complete a PIPS Form 12 and forward to OPM to obtain one.

K – Location of Official Personnel Folder

J SON	K Location of Official Personnel Folder		Other Address	Zip Code
		None		
		NPRC		
		At SON		

Check None – if the applicant has never been a federal employee.

Check NPRC – if the Official Personnel Folder (OPF) is at the National Personnel Records Center.

Check SON – if the OPF is at the submitting office.

If the OPF is at another location, please furnish address.

L – SOI

L SOI	M Location of Security Folder		Other Address	Zip Code
		None		
		At SOI		
		NPI		

The Security Office Indicator (SOI) is assigned to the agency that will adjudicate the completed investigation. For investigations whose results must be returned to the request originator for adjudication (such as Child Care NACs, Facility Access Determination NACs, Non-Sensitive Positions, and certain Public Trust positions), contact OPM to establish an SOI.

Enter "NV00" for Navy and Marine Corps military and civilian personnel, and consultants who will be adjudicated by DoN CAF.

M – Location of Security Folder

L SOI	M Location of Security Folder		Other Address	Zip Code
		None		
		At SOI		
		NPI		

Check "None" – if there is no security folder information to review.

DO NOT check "At SOI" – DoN CAF does not maintain a "security folder."

Check "NPI" – if there is No Pertinent Information.

Other Address – if a security file exists at your command or at another location and it should be reviewed, enter the appropriate address.

N – OPAC-ALC Number

N OPAC-ALC Number		O Accounting Data and/or Agency Case Number	

This code is used to account for investigations as they are reflected in the Navy and Marine Corps personnel systems.

Enter "DOD-NAVY" for all DoN personnel (this includes Marine Corps personnel).

Enter "DSS-IND" for contractor or industry personnel.

O – Accounting Data and/or Agency Case Number

N OPAC-ALC Number		O Accounting Data and/or Agency Case Number	

This block provides the information required to properly process your investigation at the DoN CAF.

Enter UIC or RUC, and provide return address.

Enter any special project code assigned by formal agreement with the DoN CAF.

Enter any of the following, **if applicable:**
- Limited Access Authorization (LAA)
- Presidential support
- SIOP-ESI
- Critical PRP
- Controlled PRP
- NATO Billet
- Special Access Program (SAP)
- NAVSEA Nuke

P – Requesting Official

P Requesting Official	Name and Title	Signature	Telephone Number ( )	Date

Enter the Name, Title, and Signature of the individual authorizing the request.

Provide a commercial telephone number, including area code, and an e-mail address of the person that OPM will contact concerning specific case-related submission errors.

Date the request appropriately.